

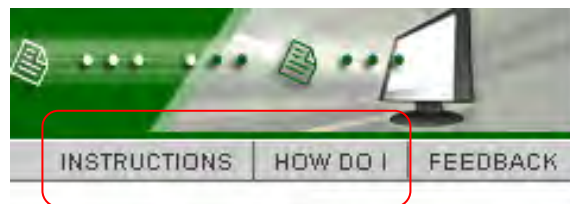
Using ePass Montana with E-Grants

What is ePass Montana?

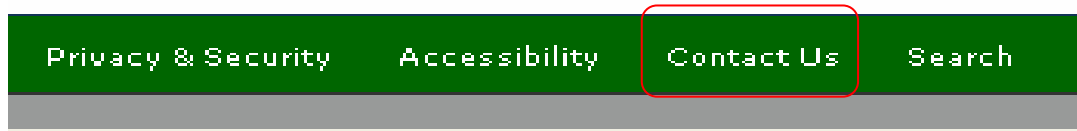
ePass Montana is a service provided on Montana's official state website, mt.gov, that provides the following benefits to Montana's businesses and citizens:

- Allows access to all authorized eGovernment services with one username and password
- Provides customization options for mt.gov so customers can personalize their services page
- Shows customers other government services that may be useful to them
- Grants them access into federal government services for which they are authorized

If you need assistance at any time, click on the How Do I link or the Instructions link located on each screen. If you would prefer to talk to an individual, please call 406-444-2000 and someone there will be able to assist you. The Help Desk hours for this web site are 8:00 a.m. to 5:00 p.m., Monday through Friday.



You may also choose to click on the **Contact Us** link. This allows the user to provide feedback on the services and content of the mt.gov web pages.



Setup your ePass Account

The first step in using ePass is to create a user account.

Open your web browser (Internet Explorer, Firefox, etc.) and go to: <http://epass.mt.gov>



The screenshot shows the ePass Montana website. At the top is the mt.gov logo and navigation links: About Montana, Tourism & Recreation, Working & Living, Online Services, Business, Government, and Education. Below this is a green banner with "EPASS MONTANA" and buttons for "Instructions", "How Do I", and "Feedback". The main heading is "Welcome to ePass Montana". To the left is an image of a briefcase. To the right is a text box explaining that ePass Montana is a convenient and secure way to use state government services, and that state agencies may request a username but will never request a password. Below this are two main sections: "Existing Customer" and "New Customer". The "Existing Customer" section has fields for "Username:" and "Password:", a "Login" button, and links for "Forgot your password?" and "Montana State Employees". The "New Customer" section has a text box saying "Create an ePass Montana account by selecting the button below:" and a "Create an Account" button, which is highlighted with a red rectangle. At the bottom is a green footer with links for "Privacy & Security", "Accessibility", "Contact Us", and "Search", along with the mt.gov logo.

If you do not have an ePass account:

Click on the **create an account** button. Enter all required information including a username and password.

Important information:

- Your username must be at least 6 characters.
- Your password must be at least 8 characters, **and** contain both letters and numbers.
- Your username and password are case sensitive.
- **YOUR HINT IS IMPORTANT!** Make sure that your hint will remind you of your password. Mt.gov cannot retrieve your password for you. The only way to retrieve your password is to have your hint emailed to you at one of the e-mail addresses you provide when setting up your account.

After setting up your account, you will either be taken to your customizable portal page, or to the service you were logging into, depending where you began.

The screenshot shows the 'Create an ePass Account' page on the mt.gov website. The page has a green header with the mt.gov logo and navigation links: About Montana, Tourism & Recreation, Working & Living, Online Services, Business, Government, and Education. The main title is 'Create an ePass Account' with links for 'Instructions', 'How Do I', and 'Feedback'. The form is divided into three sections: 'Personal Information', 'Contact Information', and 'Login Information'. The 'Personal Information' section has fields for '*First Name' and '*Last Name', both marked as '* Required field'. The 'Contact Information' section has fields for 'Daytime Phone', '*Primary Email', and 'Alternate Email'. The 'Login Information' section has fields for '*Username', '*Password', '*Verify Password', and '*Password Hint'. A dashed box contains instructions about the username and password requirements. At the bottom, there is a 'Continue' button and a footer with links for 'Privacy & Security', 'Accessibility', 'Contact Us', and 'Search'.

mt.gov
Montana's Official State Website

EPASS MONTANA

About Montana | Tourism & Recreation | Working & Living | Online Services | Business | Government | Education

Create an ePass Account [Instructions](#) [How Do I](#) [Feedback](#)

Personal Information

* Required field

*First Name:

*Last Name:

Contact Information

Daytime Phone:

*Primary Email:

Alternate Email:

Login Information

*Username:

*Password:

*Verify Password:

*Password Hint:

About your username and password:

- username must be at least 6 characters long
- password must be at least 8 characters long
- password use both letters and numbers
- password must be different than your username
- password is case sensitive

[Continue](#)

Privacy & Security | Accessibility | Contact Us | Search

mt.gov
Montana's Official State Website

What is E-Grants?

E-Grants is a web-enabled system for K-12 education that supports the grant application process from allocation of funds and application for funding through payment accountability, reporting to the grantor and grant closeout for both state and federal grants. E-Grants is accessible to all Local Education Agencies (LEAs) and other subgrantees via the Internet without need for installing any special software or hardware.

Setup your E-Grants Account

To request an E-Grants user account, please fill out the following forms, have them signed by the district's authorized representative and fax or mail them to OPI.

- E-Grant Account Request Form – Request the OPI to create or delete district users.
http://opi.mt.gov/PDF/ITProjects/EGrants/EGrant_Account_Request.pdf
- Security Coordinator Form – Allows the district to assign a security coordinator. The role of the LEA Security Coordinator is to manage user accounts for the AIM and E-Grants systems.

http://opi.mt.gov/PDF/ITProjects/SecurityCoordinator_App.pdf

LEA Security Coordinators can become more familiar with this process by reviewing our E-Grants Security Coordinator Instructions.

<http://opi.mt.gov/PDF/ITProjects/EGrants/E-GrantsSecurityInstrV2.pdf>

The district will be notified by OPI after an E-Grants account has been created. Once notification has been received, the LEA E-Grants Security Coordinator assigns security roles for the account.

- LEA E-Grants Security Form for Application Roles – Allows the Authorized Representative (AR) to assign roles for individuals accessing E-grants on behalf of the LEA. This form is for LEA use and must be kept on file for audit purposes.

http://opi.mt.gov/PDF/ITProjects/EGrants/LEA_Security_Form.pdf

Setup ePass and E-Grants Authentication

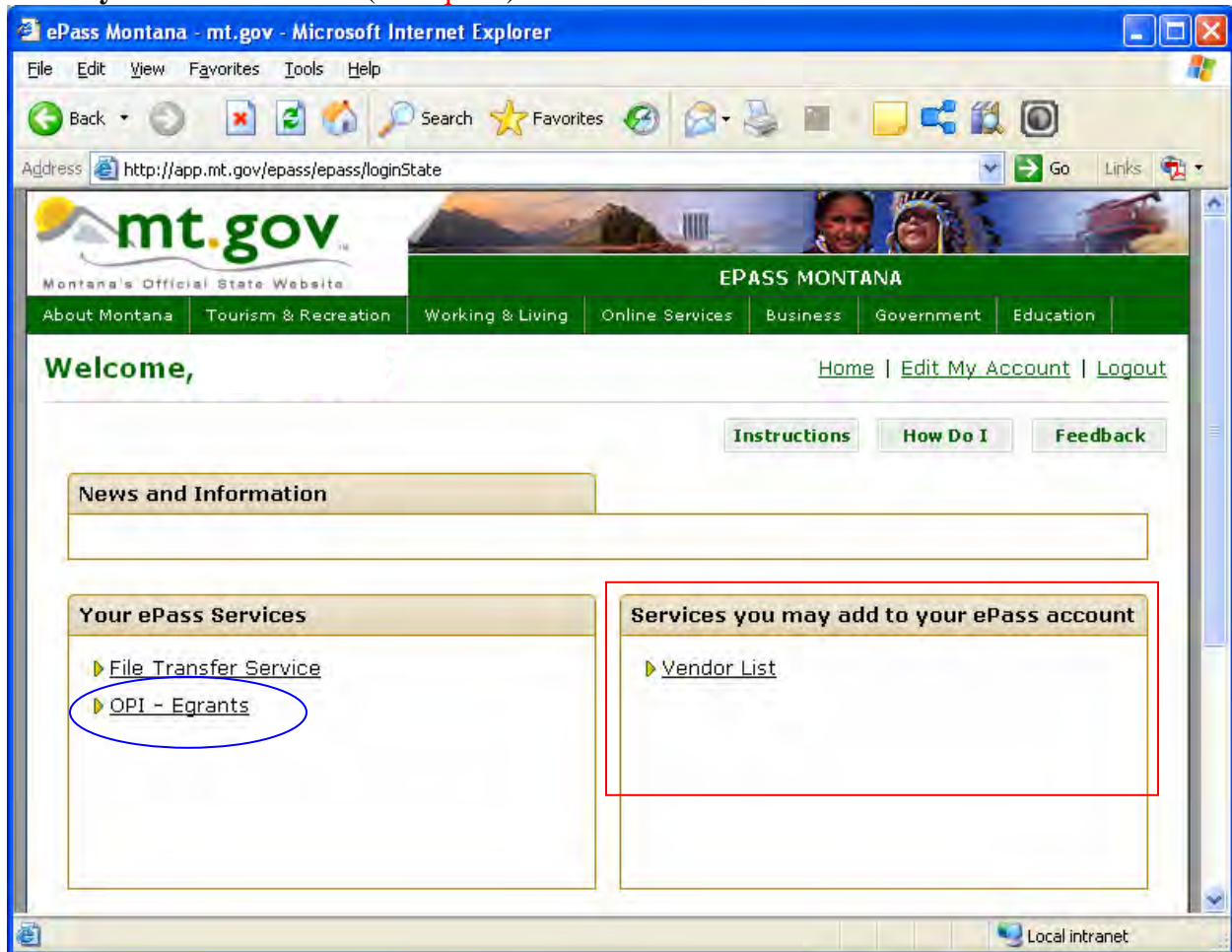
The ePass/E-Grants authentication process only needs to be completed once. You will login to ePass using your ePass username and password, immediately followed by logging in to E-Grants using your E-Grants username and password. After successfully completing this process your ePass and E-Grants accounts will be authenticated and you will only need your ePass username and password to access E-Grants.



Login to ePass using your ePass username and password

The screenshot shows the ePass Montana login page in a Microsoft Internet Explorer browser window. The address bar shows 'http://app.mt.gov/epass/epass'. The page features the 'mt.gov' logo and a navigation menu with links like 'About Montana', 'Tourism & Recreation', 'Working & Living', 'Online Services', 'Business', 'Government', and 'Education'. The main heading is 'Welcome to ePass Montana'. Below this, there is a section for 'Existing Customer' with fields for 'Username:' and 'Password:', a 'Forgot your password?' link, a link for 'Montana State Employees', and a 'Login' button. To the right, there is a 'New Customer' section with the text 'Create an ePass Montana account by selecting the button below:' and a 'Create an Account' button. The footer contains links for 'Privacy & Security', 'Accessibility', 'Contact Us', and 'Search', along with the 'mt.gov' logo and 'Local intranet' text.

After successfully logging in to ePass you will see the following screen. Click on OPI – Egrants, which may be located under **Your ePass Services** or **Services** (blue circle) or **Services you may add to your ePass account** (red square).



The OPI E-Grants System Logon Page should be displayed. Enter your E-Grants User ID, password and click on Logon.

The screenshot shows a Microsoft Internet Explorer browser window with the title "MTW GMS - Grants Management System - Microsoft Internet Explorer". The address bar displays "https://egrants.opi.mt.gov/OPIGMSWeb/login.aspx". The page content includes the "OPI E-Grants System" logo in the top left and a link to "OPI Home" in the top right. Below the logo, there is a "Logon Page" header and a link to "Instruction". The main heading is "Welcome to the Office of Public Instruction (OPI) E-Grants System". Below this, a red rectangular box highlights the login fields, which include the text "Please enter your user ID and Password", a "User ID:" label with a text input field, a "Password:" label with a text input field, a "LOGON" button, and a "Public Access" button. Below the login fields, there is a link to "See the Instructions for supported browsers and optimal screen resolution settings.". At the bottom of the page, there is a footer section that reads "Powered by MTW Solutions Grant Management System". Below this, a blue banner contains the text "The Montana Office of Public Instruction, Linda McCulloch, Superintendent • P.O. Box 202501 Helena, Montana 59620-2501 In-State Toll-Free 1-888-231-9393, Local (406) 444-3095". At the very bottom, a white box contains a statement of commitment to equal employment opportunity and nondiscriminatory access, along with contact information for Kathy Bramer, OPI Title IX/EEO Coordinator.

MTW GMS - Grants Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://egrants.opi.mt.gov/OPIGMSWeb/login.aspx> Go Links

OPI E-Grants System

OPI Home

Logon Page Instruction

**Welcome to the Office of Public Instruction (OPI)
E-Grants System**

Please enter your user ID and Password

User ID:

Password:

LOGON

Public Access

See the Instructions for supported browsers and optimal screen resolution settings.

Powered by **MTW Solutions** Grant Management System

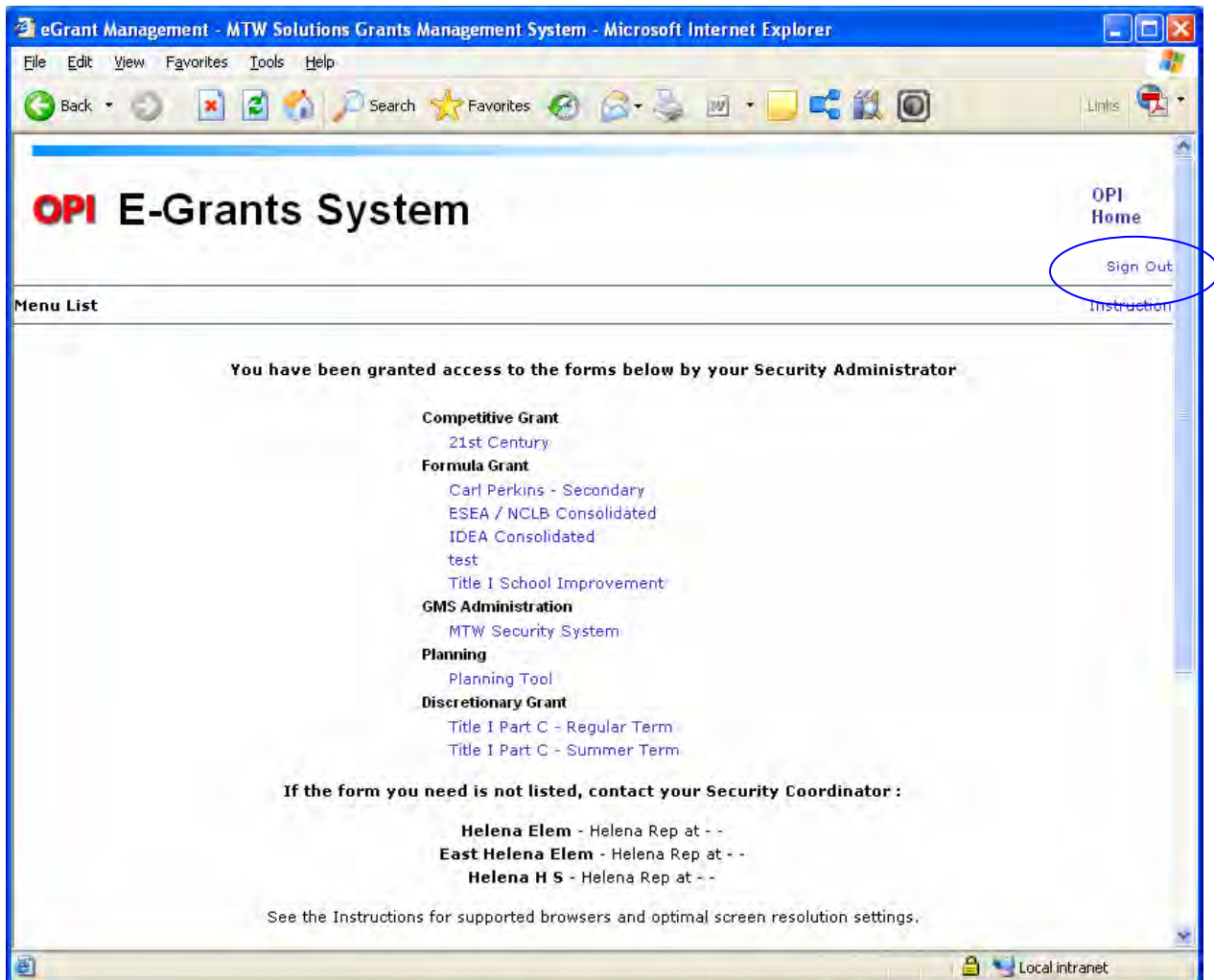
The Montana Office of Public Instruction, Linda McCulloch, Superintendent • P.O. Box 202501 Helena, Montana 59620-2501
In-State Toll-Free 1-888-231-9393, Local (406) 444-3095

The Office of Public Instruction is committed to equal employment opportunity and nondiscriminatory access to all our programs and services, and will take necessary and appropriate steps to insure that the workplace and OPI programs and services are free of discrimination and sexual harassment. For information or to file a complaint, contact Kathy Bramer, OPI Title IX/EEO Coordinator at 406-444-3161 or KBramer@mt.gov.

Done Local intranet

After successfully logging into E-Grants the authentication process is complete and a variation of the OPI E-Grants System Menu List screen shown below will be displayed.

Clicking Sign Out (blue circle) will log you out of E-Grants and ePass.



From this point forward, clicking on OPI – E-Grants in ePass, shown on page 6, will take you directly to the OPI E-Grants System Menu List screen.